



Open Recruitment

ENVIRONMENTAL PLANNER I

Approx. \$62,014 - \$75,378 Annual Salary

ENVIRONMENTAL PLANNER II

Approx. \$68,370 - \$83,105 Annual Salary

Plus \$1,199.98 Monthly Allowance for Health Insurance
District-paid 2% @ 55 CalPERS Retirement Plan

Open: August 21, 2006 Close: September 15, 2006

The Bay Area Air Quality Management District is currently recruiting for two (2) entry level Environmental Planner I and/or journey level Environmental Planner II positions in the Planning and Research Division. The Environmental Planner I, under close supervision and the Environmental Planner II, under general direction, perform professional environmental planning work, including conducting planning studies, environmental impact review and guidance, and transportation/air quality program activities; performs related work as assigned. These are full-time represented positions.

EXAMPLES OF DUTIES FOR THIS POSITION

- **Assists with preparation of air quality plans and programs.**
- **Assists in developing, analyzing and implementing transportation control measures, and mobile source control measures and programs.**
- **Reviews environmental impact documents to determine the project's impact on air quality; prepares District comments as necessary.**
- **Responds to inquiries from local officials, consultants, and the public related to air quality and environmental planning issues.**
- **Assists in development of guidelines for assessing environmental impact of development projects and urban growth plans.**
- **Assists in developing and conducting public involvement processes related to air quality plans and programs.**
- **Assists in developing and implementing strategies to coordinate land use and transportation planning to improve air quality.**
- Promotes and monitors compliance of city and county general plans with air district regulations and policies.
- Consults with District engineers, inspectors and technical staff relative to environmental impact documents, permit applications and related projects.
- Interacts with local, state and federal environmental agencies and health departments regarding environmental planning issues and regulatory requirements.
- Represents the District at meetings with the public, other public agencies and consulting firms.
- Prepares a variety of written communications, including analytical reports, correspondences and drafts of environmental assessments; directs the preparation of these materials by outside consultants and staff.
- Analyzes issues, prepares reports and recommendations relative to land use, regional development, transportation and related issues.
- Makes effective oral presentations and/or prepares materials for presentation to and utilization by the Board of Directors, District staff, consultants and community groups.
- Prepares, reviews and edits environmental impact assessment documents as Lead Agency in accordance with relevant guidelines.

MINIMUM QUALIFICATIONS

Environmental Planner I: Equivalent to graduation from an accredited college or university with a graduate degree in regional, urban or environmental planning or a closely related field and one year of professional planning experience. Additional relevant experience may substitute for the graduate degree.

Environmental Planner II: In addition to the above, one year of professional environmental review and planning experience.

OTHER REQUIREMENTS

Must possess a valid California Driver's License and meet the automobile insurability requirements of the District. Must be willing to attend meetings outside of regular working hours.

HOW TO APPLY

Interested individuals must submit a completed BAAQMD application along with their responses to the supplemental application questions no later than **5:00 p.m. on Friday, September 15, 2006**. For an application packet, visit our website at www.baaqmd.gov or contact the Human Resources Office at (415) 749-4980. Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

SELECTION CRITERIA

Selection may be based upon a competitive examination consisting of a combined work product exercise and interview. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants. If a panel interview is utilized it will be weighted 100%.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate as determined by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or less bargaining unit employees.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

SALARY AND BENEFITS

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical option
- ✓ 100% District paid family dental
- ✓ 100% District paid vision
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District paid retirement (2% at 55 formula)
- ✓ Transit subsidy up to \$175 per month
- ✓ Money Purchase Pension Plan (401a)
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 36 hours of floating holiday per year
- ✓ 13 paid holidays

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.EOE